



CEA News

USC Aiken's Classified Employees Assembly

November 2005



From the Chair

Time is flying by, and we now get ready to end another calendar year. Many thanks to everyone who has participated in the various campus wide activities and for those that continue to plan and execute all the ones in the near future.

Making the assembly a stronger, more active, and involved organization is the goal of this executive committee, and we will need the help of everyone to guide us down the right path. For this reason, I strongly encourage your thoughts, suggestions, and ideas on how to help us achieve our goals.

Lastly, as we get geared up for the holiday season, I would like to take this time to wish each and every one of you a safe and happy holiday season for you and your families.

Once again, happy holidays!
Jeff Jenik, CEA Chairman

CEA OFFICERS:

Executive Committee:

Jeff Jenik, Chair
Carla Hayes, Vice Chair
Angela Taylor, Parliamentarian
Jamie Raynor, Recorder

Advisory Committee:

Carla Hayes, Chair
Michael Casdorph
Mary Anne Cavanaugh
Andrew Hendrix
Angela Taylor
Tom Hallman (ex-officio)
Ginger Steel (ex-officio)
Maria Chandler (ex-officio)

Nominating Committee:

Sarah Keeling, Chair
Jennifer Lake
Cindy Sparling
Joan Stevens
Paula Stribling

Facilities Utilization & Development

Committee (FUD):
Scott Peace, Chair
Annette Beeler
Carol Cutsinger
Janet Joy
Ahmed Samaha
Tom Hallman (ex-officio)
Suzanne Ozment (ex-officio)
Deb Kladvico (ex-officio)
Tony Ateca (ex-officio)

Enrichment Committee:

John Hutchens, Chair
Sherri Jenik
Jeff Mastrotonico
Karen Morris
Paula Stribling
Kendall Tubbs (ex-officio)

CEA Meeting Agenda for November 29, 2005

- I. Welcome/Approval of September 2005 Minutes
- II. Announcement of new CEA Members
- III. Report from the Chancellor, Dr. Tom Hallman
- IV. Committee Updates
- V. Departmental Updates
 - A. Academic Support Services—Stephanie Foote
 - B. Athletics—Tim Hall
 - C. Admissions – Andrew Hendrix
- VI. Announcements from the Floor
- VII. Adjourn

CEA on the Web:
www.usca.edu/cea



Ms. Heidi DiFranco—The new USC Aiken Bookstore Director



**New CEA Members-
Making a difference
at USCA:**

- Wylie Raiford** - Housekeeping
- Jenny Horn** - Advancement
- Corine Simmons** - Financial Aid
- Alan Andrews** - Continuing Education
- Heidi DiFranco** - Bookstore
- Aaron Fittery** - University Police
- Darlene Smalley** - RPSEC
- Barb Riverdahl** - Disability Services
- Ashley Ball** - Admissions
- Chris Spires** - Computer Services
- Diana Brown** - Housekeeping
- John Blair** - Operations

Meet Heidi DiFranco, Bookstore Director

Heidi DiFranco joined the USC Aiken family on October 10th as the new Bookstore Director in the Student Activities Center. Prior to this position, Heidi served as the Operations Manager for Administrative Services, Procurement, and Auxiliary Services at Aiken Technical College. She received her BBA in Accounting from Brenau University and an AA from Miami Dade Community College. She is a member of NIGP (National Institute of Governmental Purchasing), SCAGPO (South Carolina Association of Government Purchasing Officers), SCWHE (South Carolina Women of Higher Education), NACAS (National Association of College Auxiliary Services), and NACS (National Association of College Stores, Co-Chair Professional Support Staff Committee). Heidi can be reached at HeidiD@usca.edu or x3457.

Human Resource Reminder — Benefit Changes

If you made changes in October (Open Enrollment Month) that will effect your premiums, you should see the change on your December 15th paycheck, since Payroll deducts premiums a month in advance. All changes made in October will be effective January 1, 2006. Please check your December 15th paycheck carefully to make sure the proper changes have been made. See Carla Hayes in Human Resources with any questions or email her at carlah@usca.edu.

You may also use the following websites as a resource to assist with your benefits needs: <http://www.usca.edu/hr/benefits.htm> - USCA's benefits website

<http://www.eip.sc.gov/> - Employee Insurance Programs

USC Aiken Upcoming Events:

- December 2** (Fri) - Undergraduate and Graduate Courses End.
- December 5 - 6** (Mon - Tue) - Reading days.
- December 9** (Fri) - Convocation Center Groundbreaking at 1:30pm.
- December 7 - 13** (Wed - Tue) - Final exams.
- December 15** (Thu) - Senior Salute in B&E Gym at 12noon.
Convocation at 7:00 p.m. in the SAC Gym.
- December 16** (Fri) - Pickens-Salley House Holiday Open House at 2:30pm
- December 21** (Wed) - Faculty/Staff Christmas Luncheon at 12noon
- December 22-January 2** - Winter Break, University Closed
- January 4 - 5** (Wed - Thu) - Fee Processing in the Finance Office from 9 a.m - 5:30 p.m. and VIP reopens from 9am on Jan. 4 until 5:30pm on Jan. 5 for those students who participated in Priority Registration.
- January 6** (Fri) - Bill processing and VIP re-opens from 9 a.m. - 6pm for new, re-admit, transfer, and transient students registration. Continuing students who did not participate in Priority Registration may register.
- January 9** (Mon) - Undergraduate and Graduate Courses Begin.
- January 16** (Mon) - Martin Luther King, Jr. Day, University Closed
- January 27** (Fri) - Last day to apply for May 2006 graduation. Last day to submit Rising Junior Proficiency Portfolio in Writing.



Classified Employees Assembly
USC Aiken
471 University Parkway
Aiken, SC 29801

**CEA on the Web:
www.usca.edu/cea**



CEA: Making a difference at USCA

The Classified Employees Assembly (CEA) at USC Aiken was formed to coordinate suggestions concerning the management and operations of the Aiken campus.

The Assembly promotes the welfare of classified employees in general. It also acts as liaison medium for classified employees and the administration, faculty, and students. The CEA, however, does not function as a grievance committee or bargaining unit. Please see our bylaws on the web for more information at <http://www.usca.edu/cea>.